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TERMS OF REFERENCE (TOR)

Title: Technical guidance and support to conduct a technology needs assessment and a technology action plan for the Democratic Republic of the Congo

CTCN request reference number: 2019000037

Country: Democratic Republic of the Congo

15 May 2020

1. BACKGROUND INFORMATION

The Climate Technology Centre and Network (CTCN) is the operational arm of the United Nations Framework Convention on Climate Change (UNFCCC) Technology Mechanism and hosted by the United Nations Environment Programme (UNEP) in collaboration with the United Nations Industrial Development Organization (UNIDO) and supported by 11 partner institutions with expertise in climate technologies. The mission of the CTCN is to promote accelerated deployment and transfer of climate technologies at the request of developing countries for energy-efficient, low-carbon and climate-resilient development.

These requests for Technical Assistance (TA) are being submitted to the CTCN by the National Designated Entity (NDE) of the respective country. The scope of services under these Terms of Reference shall be executed based on a restricted solicitation process. By mandate, only accepted Members of the CTC Network are eligible to submit proposals and execute the required services to implement the response.

In case you are not a CTCN network member yet, you may bid for implementation of the technical assistance, subject to the condition that you submit your completed application for CTC Network membership before the bid closure and the same is acknowledged by the CTCN. Furthermore, the contract award – should your bid be selected – is conditional to your network membership application having been successfully approved by the Director of CTCN. Should the bidder partner with another institution to deliver the services described in these Terms of Reference, it is expected that the partner institution also joins the CTC Network.

The budget for this contract is USD 270,400 and needs to be in line with the detailed budget breakdown provided in the GCF readiness proposal annexed to the TOR. A maximum 10% variation will be allowed among budget lines within outputs. Budget variation between outputs is not allowed. The bidders are free to add on activities beyond what is mentioned in the TOR to enhance the quality of the deliverables and outputs, as long as the budget lines remains the same.

It is mandatory for the implementer(s) to allocate at least 1% of the budget to integrate a gender-approach to the activities. Please refer to the CTCN Gender Mainstreaming Tool for Response Plan Development for guidance at <https://www.ctc-n.org/technologies/ctcn-gender-mainstreaming-tool-response-plan-development>.

During the implementation of the project, the UNIDO staff including the CTCN staff and all contractors and individuals contracted by UNIDO under this project and involved in the delivery of in-country



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activities under the project must comply with UNDSS rules and recommendations with regard to all security and safety measures for carrying out in-country activities.

This project will be implemented in full compliance with United Nations Security Council Resolution 1533 (2004) related to the Democratic Republic of the Congo.

Should the bidder be interested in the execution of other Technology Needs Assessments (TNA)-related technical assistances, UNIDO and CTCN encourage them to participate in the bidding process for the implementation of the TNA and technology action plan formulation in Equatorial Guinea, Nigeria, Gabon, Cameroon, Syria and Iraq, also available in the UNGM and the UNIDO Procurement page.

2. CONTEXT OF THE ASSIGNMENT

The Democratic Republic of the Congo (DRC) has embarked on a process of integrating the issue of climate change into sectoral policies and strategies as well as taking it into account in national development planning. This is based on existing frameworks and measures, including National REDD+ Framework Strategy, and the 2006 National Action Program for Adaptation to the Effects of Climate Change (NAPA) to improve the resilience of the country to climate change.

The DRC has chosen to update its Technology Needs Assessment (TNA) with a Technology Action Plan (TAP) in view of the implementation of its Nationally Determined Contributions (NDC). Indeed, although almost all the countries in the Central Africa subregion, grouped within the COMIFAC space, have each developed a TNA, the implementation of the NDC, the centrepiece of the Paris Agreement, brought new requirements.

The Democratic Republic of the Congo conducted its first TNA in 2007 through GEF financing. However, it has the distinction of being summative, not accompanied by a technological action plan, and obsolete. Indeed, policies and instruments to combat climate change have changed since the first TNA in 2017, especially since the entry into force of the Paris Agreement. This makes it more important to update the TNA and develop the Technology action Plans to operationalize the TNA.

Technology transfer is crucial to achieve the goals outlined in the country's climate change strategy documents, particularly the NDC. Therefore, this technical assistance, whose aim is conducting a technology needs assessment for key identified sectors, present a major opportunity towards realization of these strategies goals. The importance of community-based participatory approaches is now generally recognised. Technology transfer in these sectors will certainly have impact toward reducing vulnerability of the population hence increased resilience to climate change and well as steering the country towards a low carbon development path.

The anticipated outcome is a TNA that presents several strategic, long-term, participatory transformational measures across the identified and prioritised sectors that will drive climate resilient and low carbon growth in the Democratic Republic of the Congo. Adoption of clean technology will thus ensure sustainable development.



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3. OBJECTIVE OF THE CONTRACT

The objective of this contract is to provide technical assistance to the DRC to enable the development of a comprehensive Technology Needs Assessment (TNA) and action plan. The technical assistance will entail conducting a categorization and prioritization of technologies that will comply with the country NDC and other strategies. The TNA will concentrate the technology assessment on the agriculture, energy and forestry sectors. A further sector in adaptation will be also analysed.

This work will enable the DRC to implement its climate targets (included in the country's NDC) using the most appropriate technologies. In this context, the TNA report and Action Plan will provide the necessary guidance to evolve the prioritized technologies and address the country needs in climate change adaptation and mitigation.

The work will also be useful to the country to develop and strengthen its pipeline of projects to target the international and institutional climate finance landscape and associated opportunities for project implementation and so can act as connector between technology, policy and investor communities.

4. SCOPE AND ACTIVITIES OF THE PROPOSED CONTRACTED SERVICES

The TNA assistance will focus on technology prioritization, whose process will emphasize on the benefits and costs of technologies within the national context. It will also produce a technology action plan that will outline a group of measures and project ideas for addressing barriers and accelerating the development and transfer of prioritized technologies. Additionally, it will incorporate components of capacity building to governmental and non-governmental institutions such as the private sector.

This work will enable the Democratic Republic of the Congo to organise its process for establishing a technology needs assessment, contribute directly to ongoing country programming process, establish a coordination mechanism and thereby aid the prioritization of actions and sectors that can be used by the Government to develop its pipeline of projects to be submitted to the GCF.

A key outcome involves strengthening country capacity within DRC that can stimulate a consultative approach that aids TNA preparation. The process involves institutional strengthening to enable effective coordination of action and will reflect a country-driven, participatory approach among the different actors in the prioritized sectors.

To get a better understanding of the objectives of the request for technical assistance, the work elaborated beforehand by CTCN, as well as the necessary collaboration with the GCF National Designated Authority (NDA) and National Designated Entity (NDE), it is recommended that the bidder refer to the complete GCF Readiness and Support proposal approved by the Green Climate Fund (GCF) and attached to this tender.

Once this contract is signed, the CTCN will organize a kick-off call among all relevant parties involved in the request to introduce the Contractor to the NDE and NDA. This kick-off virtual meeting shall present the activities, their timeline and clarify roles and responsibilities. In general, to ensure a successful implementation and proper interaction with national counterparts and stakeholders, it is recommended that enough days be allocated on site for most of the relevant activities. It is also recommended to include regional, or preferably, national experts or organizations in the proposed implementation team.



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The Contractor shall undertake the following activities:

Outcome 1: Institutional capacity and coordination mechanisms in place to govern and coordinate climate action and finance

Sub-outcome 1. Effective coordination mechanism between NDA and National Designated Entity (NDE) for the UNFCCC Technology Mechanism and other climate finance focal points

This activity aims to engage key actors from relevant Government Ministries and sectors to prioritize technology options as inputs into the TNA development exercise. The effort will be coordinated by the office of the NDE, in consultation with the NDA, ensuring the interface with the CTCN.

The work along all the outcomes will be executed with the cooperation and support of the NDA – as proponent of the request for technical assistance – and the Ministry of Environment and Sustainable Development in particular.

Activity 1.1: Development of planning and communication documents

The contractor must undertake the following activities at the beginning and at the end of the CTCN technical assistance.

- i. Prepare a detailed work plan of all activities, deliveries, outputs, deadlines and responsible persons/organizations and detailed budget to implement the GCF Readiness and Support proposal approved by the GCF to enable all parties involved in the implementation (NDE and NDA included) to track and plan ahead their time around the project execution. The detailed work plan and budget must be based directly on the GCF approved document (in English);
- ii. Based on the work plan, prepare a monitoring and evaluation plan with specific, measurable, achievable, relevant, and time-bound indicators used to monitor and evaluate the timeliness and appropriateness of the implementation. The monitoring and evaluation plan should apply selected indicators from the Closure and Data Collection report template and enable the lead implementer to complete the CTCN Closure and Data collection report at the end of the assignment. UNIDO guidelines will be also taken into account (a template will be provided) (in English);
- iii. Prepare a one-page description of intended outcomes and impacts of the project, that considers gender dimensions, formulated in the beginning of the technical assistance and updated/revised once the technical assistance is fully delivered. This is in order for the country to have a communication document and disseminate in relevant events the objectives, anticipated impacts and alignment with NDCs and SDGs of the current project (a template will be provided) (in English);
- iv. Complete a closure and data collection report at the end of the technical assistance (a template will be provided) (in English);
- v. Prepare a GCF Interim Progress Report covering the period from 1 January to 30 June and from 1 July to 31 December during the entire duration of the technical assistance (a template will be provided).
- vi. Prepare a financial statement in accordance with consistently applied accounting standards, audited on an annual basis by registered independent auditors or audit firms.
- vii. Prepare a GCF Completion report once the technical assistance is finalized (a template will be provided) (in English).



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- viii. Prepare a final audited financial report, audited by registered independent auditor or audit firms.

Deliverables 1.1	Delivery date
i. Detailed work plan (English)	1 month after contract signing
ii. Monitoring and evaluation plan (a template will be provided) (in English)	1 month after contract signing
iii. Impact description (a template will be provided) (in English)	1 month after contract signing 15 months after contract signing or once the technical assistance is completed
iv. CTCN Closure and data collection report (a template will be provided) (in English)	15 months after contract signing or once the technical assistance is completed
v. GCF progress interim report (a template will be provided) (in English)	Every 5 January and 5 July during the entire duration of the technical assistance
vi. Annual audited financial statement, audited by registered independent auditor or audit firms.	12 months after contract signing
vii. GCF completion report (a template will be provided) (in English)	Not exceeding 15 months ¹ after contract signing or 5 days after the technical assistance is completed
viii. Final audited financial report, audited by registered auditors or audit firms	Not exceeding 15 months ² after contract signing or 5 days after the technical assistance is completed

Activity 1.2. Conduct stakeholder's analysis

Identify key stakeholders to be directly involved in the National TNA Committee running the project, including key ministries in charge of the different sectors and associated organizations, private sector, research organizations and gender focal points.

Identify key stakeholders in the TNA and TAP process and elaborate on how their engagement is incorporated in these processes. The NDE/NDA will be the main reference within the Government for the implementation of the TAP.

¹ The precise timeline to submit the completion report will be agreed upon and settled prior to contract signing.

² The precise timeline to submit the final audited financial report will be agreed upon and settled prior to contract signing.



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Clarify roles and responsibilities of each stakeholder at the country level to be consistent with domestic objectives, recognizing the distinct roles, experience and contributions to technology use and adoption of men and women will be reached out.

This activity will be done in accordance with the guide for Identification and Engagement of Stakeholders in the TNA Process: A Guide for National TNA teams.

Meetings and interviews will be conducted. It is anticipated that the engagement of stakeholders across the public and private sectors of DRC will be resource intensive. The stakeholder mapping will be finalized and agreed in a two-day meeting with the NDE and NDA.

During the activity, the type of participants to be invited to the various workshops will be defined. The approach will be to reach a representation of institutions, civil society, private sector, financiers and academia enabling a proper outreach, dissemination and institutionalization of the project results as well as local communities' involvement. Representatives of main constituencies, e.g. youth, RINGO, BINGO, ENGO will be reached out.

Gender aspects will be also taken into account through equal representation of women and men as well as through participation of gender focal points and associations that promote gender equality and the empowerment of women (GEEW) when applicable. Each workshop is expected to have a number of participants between 30-40 persons.

Gender aspects will be also taken into account through equal representation of women and men as well as through participation of gender focal points and associations that promote gender equality and the empowerment of women (GEEW).

Deliverable 1.2:	Delivery date
i. Stakeholder mapping report, where roles and responsibilities are specified. Experience and contributions to technology use as well as adoption of men and women will be also included. It will be used to define and ensure a more targeted selection of the stakeholders to engage in the process.	2 months after contract signing

Activity 1.3 Support the establishment of a TNA Committee

Selection of the TNA committee members. The TNA Committee is the key guiding body of the project. Its role is to provide high level guidance and help secure political acceptance for the TAP. The exact composition role and responsibilities will depend on national context. The TNA committee will be formed by 10 members including the TNA coordinator. The TNA Committee will include representatives from the public, private, and academic sectors and consider gender balance and appropriate representation.

The NDE and NDA will play a leading role in supporting the establishment of the TNA Committee. In order to streamline the process, it is recommended that the NDE, in his/her role of technology focal point within UNFCCC, should take also the TNA focal point role.



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Preparation of the TNA Committee Constitution document where rules and procedures of the TNA process, and roles of the different members will be defined. This activity will also include establishment of a centralized office for TNA coordination to enable the coordination mechanism to commence.

Support the TNA Committee on targeted selection of the key stakeholders to engage in the process based on the stakeholder mapping. The TNA Committee will be responsible for appointing key stakeholder groups and ensure their participation and engagement during its execution. The roles and responsibilities of stakeholders will be defined for the TNA process, including for the review of outcomes and for providing technical input.

Organization of a capacity building training on the TNA processes across all national stakeholders over 2 workshop sessions (Month 3-4). On the overall process and different steps for conducting the TNA (workshop 1), and on the participatory planning and prioritization tools (e.g. multi criteria assessment tool, stakeholder engagement tools, and approaches for gender inclusiveness) (workshop 2).

The training will strengthen the knowledge about the TNA process to be followed and the engagement of the national stakeholders involved in the process. Additionally, it will include the importance of understanding and applying environmental and social safeguard approaches, including incorporation of gender considerations throughout the process, developing the TNA and prioritizing technologies.

Deliverables 1.3.	Delivery date
i. Official government circular establishing the national TNA committee	4 months after signing contract
ii. TNA Constitution document informing on the work of the TNA Committee	4 months after signing contract
iii. Rental contract of the centralized office for the coordination of activities	3 months after signing contract
iv. A full list of participants, photo documentations and a report of the training conducted.	3 months after signing contract

Activity 1.4: Development and endorsement of TNA committee work plan for monitoring and oversight

The work plan will define and schedule TNA meetings to be conducted in DRC. Stakeholders engaged in the TNA committee will be engaged in contributing to the work plan. The TNA Committee will be engaged at all important steps of the TNA process to ensure national consultation and country ownership of the process and results of the work. In month 3, 5, 7, 8, 9, 11, 13, 15, the Committee will take stock of current activities and will provide coordination support and recommendation as needed, at the various stages of the process: prioritization of technologies, development of action plan, national consultations and dissemination of action plan.

The activity involves promoting a comprehensive participation of key stakeholders across all sectors in the development of a work plan.



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Deliverables 1.4:	Delivery date
i. TNA Committee Work plan	3 months after contract signing
ii. Report of the 1 st Committee's meeting	3 months after contract signing
iii. Report of the 2 nd Committee's meeting	5 months after contract signing
iv. Report of the 3 rd Committee's meeting	7 months after contract signing
v. Report of the 4 th Committee's meeting	8 months after contract signing
vi. Report of the 5 th Committee's meeting	9 months after contract signing
vii. Report of the 6 th Committee's meeting	11 months after contract signing
viii. Report of the 7 th Committee's meeting	13 months after contract signing
ix. Report of the 8 th Committee's meeting	15 months after contract signing

Outcome 2: Country Programming process

Sub-outcome 2.1: Technology solutions identified and prioritized in accordance with national strategies and plans

Activity 2: Prioritization of technologies and relevant action for increased access to finance

Activity 2.1: Pre-selection of sub-sectors for the fulfilment of DRC's TNA

The objective of this activity is to identify and obtain consensus about priority sectors (and subsectors) to shape the TNA.

An analysis of the sectoral priorities expressed in the national development policies and strategies (including national policies for private sector engagements and gender mainstreaming), the NDC, NAP and National Communications to UNFCCC will be developed. As an outcome of this examination the TNA committee will produce a report describing the alignment of the TNA-TAP with national plans and other relevant grants received by the country. This will represent a participatory work that will contribute to harmonize the national initiatives on climate.

The Country Programme will represent the main baseline to start from. The other national initiatives (NDC, NAP, National Communications to UNFCCC, etc.) will complement the process serving as a cross-check reference to ensure country ownership. The TNA will then bring into the country program the technology dimension and selection and will lay the basis for new projects preparation that can address PPF, full size scale and the PS facility of the GCF, considering scale up funding purposes.

Based on this analysis, 4 sectors will be selected by the TNA committee during a series of meetings facilitated by the provision of selection methodologies. The meetings will be held at the centralized office. NDE and NDA may also contribute to facilitate and host meetings and to support the logistics for the identification of the main TNA office, as needed.

These sectoral priorities will allow for the identification of mitigation and adaptation technologies (up to 3 per sector), as well as their environmental and social dimensions (incl. gender dimensions).



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Sectoral working groups will be constituted by the National TNA Committee for each prioritized sector. These will include representatives of government departments who have responsibility for policy formulation and/or regulation; private and public sector industry representatives; delegates from electric utilities and regulators; representatives from technology suppliers, finance, technology end users (e.g., households, small business, farmers), associations that promote GEEW and technology experts (e.g. from universities, consultants, etc.).

Deliverables 2.1:	Delivery date
i. Report on TNA-TAP on alignment with CP and national plans	3 months after contract signing
ii. Report on analysis of sectoral priorities expressed in national documents	5 months after contract signing
iii. Report describing the methodology utilized for sector and subsector selection and prioritization.	5 months after contract signing
iv. Meetings minutes	5 months after contract signing

Activity 2.2: Assess, prioritize and validate key technologies for the fulfillment of DRC's TNA

The objective of this activity is to assess, validate, and prioritize key technologies with sectoral working groups.

In preparation of the workshops, technology fact sheets will be prepared (up to 10 per sector). Relevant sources of information include the Climate Techwiki and guidebooks published by UNEP DTU which cover the transport sectors, building and agriculture (for mitigation) and coastal zones, and water and agriculture (for adaptation).

Additionally, a list of criteria and/or a criteria tree for assessing adaptation and mitigation technologies which will be inputted to the Multi-Criteria Analysis (MCA) will also be prepared. A data information system will be created for capturing input to technology prioritization and selection as well as for having the function of a repository of key documents produced during the assessment process. They could be reused for future updating and further deepening of the TNA process. Fact sheets and data information system will be gender responsive.

The prioritization and validation will be done through a series of 3 workshops (per country sub-regions). The stakeholders invited will be selected together with the TNA committee and limited to 20 participants per workshop (see role TNA committee in activity 1.3). Gender balance of participants and facilitators will be promoted.

During the workshops, up to 3 technologies per sector will be prioritized using the MCA, based on criteria covering key economic, social and environmental aspects as well as innovation and RD&D factors based on CP recommendations. This ensures that technologies selected are the best available solution to fulfill key environmental and social safeguards.

At the end of the activity, final reports including a mitigation TNA report and an adaptation TNA report resulting from technology prioritization will be developed. Both reports will be gender mainstreamed.



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Deliverables 2.2	Delivery date
i. Up to 10 technology fact sheets per sector.	8 months after contract signing
ii. Report detailing the set of criteria for MCA exercise.	8 months after contract signing
iii. Workshops reports including a full list of participants and photo documentations.	8 months after contract signing
iv. Final reports including a mitigation TNA report and an adaptation TNA report.	8 months after contract signing
v. Database in most suitable format	8 months after signing contract

Activity 2.3: Development of a Technology Action Plan per sector and /or sub (sector)

This activity aims to develop a Technology Action Plan (TAP) comprising recommendations on project ideas for each of the analyzed sectors. It quantifies the potential impact of priority technologies. The process for the development of this TAP will involve a few interviews and consultations with key stakeholders across the public, private and academic setting and will target various experts depending on the (sub) sectors and technology prioritized. The TAPs will be gender mainstreamed.

The key output will be an identification of programmatic activities, financial costs and a framework identifying the critical path of actions to be undertaken to meet the DRC's climate objectives when implementing the TNA.

For each sector, the Action Plan will:

- Elaborate very detailed project ideas (circa 8 pages), including time frames and estimated budget requirements for each prioritized technology¹. These project concepts should already identify the target scale up funding source, and channeled in particular towards PPF, full size projects and the private sector facility of the GCF;
- Articulate project idea objectives, outputs, in relation to national policy priorities, deliverables, activities, and monitoring/evaluation methods;
- Conduct barriers analysis and assessment of enabling environment for the development and deployment of the identified technology;
- Elaborate on innovation and RD&D. This is a topic that has been introduced into the new Technology Framework at COP24. The country will also receive indications on how to strengthen its technology innovation. This may entail an assessment of endogenous technologies and consider elements such as RD&D within the prioritized technologies and action plan;
- Evaluate capacity-building needs to support the implementation of the TAP;
- Include a market assessment, that would entail analysis of financial schemes, value chains, risks and overall barriers to implementation;
- Present a clear financial plan with timelines, benchmarks and indicators;
- Include gender assessment of the technology;
- Consider regulatory, institutional, financial and information frameworks that may prevent the accelerated development of markets for identified prioritized technologies.



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Determine technology impact potential in terms of DRC's GHG emissions reduction and adaptation targets (conditional and unconditional), employment impact, potential co-benefits (mitigation and adaptation) resulting from the implementation of technologies prioritized.

Deliverable 2.3.	Delivery date
i. Report and executive summary of each Technology Action Plan for each of the priority technologies in compliance with the TNA. It will consist of a TAP providing projects implementation proposals for each prioritized sector. Each sector's section will contain 10 sub-sections (chapters) as per the list presented above.	12 months after contract signing

Sub-outcome 2.2 Stakeholder engagement consultative processes

Activity 2.4: National Consultation workshop to ensure national ownership and technology deployment

This activity aims to engage TNA Committee and key stakeholders (up to 40 participants) in the discussion and validation of the TAPs prepared in activity 2.3 during a 3 national consultation workshops (one per sub-region).

The workshop will enable experience sharing, idea generation, lessons learned and best practices. This is aimed at assisting identified stakeholders with the familiarization of identified technologies, to enhance technical capacity, operation and maintenance, and data collection. Common methods utilized for that process included: interviews with experts and stakeholders; market mapping and problem trees; dedicated workshops; desk studies; and logical problem analyses. A session will be also included to discuss the TNA/TAP integration into governments' own planning processes across priority sectors with the stakeholders involved.

Up to 10 regional key financial players will also be invited as well as MDBs, international donors and private sector companies in order to showcase the results of the TNA and present the project ideas selected within the TAPs.

Private sector will be an important actor within this consultation in order to contribute to NDC implementation. A marketplace space for B2B meetings will be reserved during the workshop to offer an early opportunity for business development and implementation actions of the TNA/TAP among local stakeholders and the international participants.

The participation of GCF Africa representative will be sought in order to undertake an exchange with NDE and NDA on the Readiness project's effectiveness and results.

The workshop as well as the concept note of the TAP will be gender responsive.



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Deliverables 2.4	Delivery date
i. Workshop report including a full list of participants, photo documentations ii. Concept notes to be derived from the project ideas presented during the national consultation workshops and selected within the TAPs as additional deliverable.	14 months after signing contract
iii. Terms of reference to share with GCF, Training material and tools	14 months after signing contract

Activity 2.5: Support the implementation of the Technology Action Plan with communications, guidance and training

The objective of this activity is to deliver a capacity building package for TNA key stakeholders including training and support materials for the development and application of prioritized technologies. Relevant participants will include the NDA, NDE, GCF and GEF focal points, local SMEs and relevant financial organizations’ representatives.

The training will be delivered to the TNA stakeholders in 4 regional workshops. The location of the 4 workshops will be decided in consultation with the TNA committee. The total number of participants per workshop is up to 20.

Prior to the workshops, policy briefs and market-use cases for the selected technologies under activity 2.3 will be prepared. A dissemination strategy for the regions will also be prepared.

Experts will be presenting the following modules:

- (a) Market mapping and problem trees to enable them to become more familiar with identified technologies.
- (b) Gender awareness tools to enhance implementation capacities.
- (c) Access to financing of prioritized technologies across domestic and international sources.
- (d) Environmental and social risk considerations of each of the technologies.
- (e) Technical capacity, operation, maintenance and data collection.

Deliverables 2.5	Delivery date
i. Policy briefs and market-use cases for the selected technologies	15 months after signing contract
ii. Report on the dissemination strategy	15 months after signing contract
iii. Training materials for the regional workshops	15 months after signing contract
iv. Workshops reports, including a full list of participants and photo documentation.	15 months after signing contract



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5. GENERAL TIME SCHEDULE

CTCN technical assistance activities under this contract have an expected duration of up to fifteen (15) months from the contract signature. The proposed plan for the implementation of activities and deliveries is presented in the following table:

Outputs	Month														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
O1: Effective coordination mechanism															
A1. Institutionalization of a coordination mechanism															
A1.1. Development of planning and communication documents															
D.i. Detailed work plan	*														
D.ii. Monitoring and evaluation plan	*														
D.iii. Impact description	*														*
D.iv. CTCN Closure and data collection report															*
D.v. GCF progress interim report	<i>Every January and July</i>														
D.vi. Annual audited financial statement												*			
D.vii. GCF completion report															*
D.viii. Final audited financial report															*
A1.2. Conduct a stakeholder’s analysis															
D.i. Stakeholder mapping report		*													
A1.3 Support to the establishment of a TNA Committee															
D.i. Official government circular establishing the national TNA committee				*											
D.ii. TNA Constitution document informing on the work of the TNA Committee				*											
D.iii. Rental contract of the centralized office for the coordination of activities			*												
D.iv. Report of the training conducted			*												
A1.4: Development and endorsement of TNA Committee work plan for monitoring and oversight															
D.i. TNA Committee Work plan			*												
D.ii. Report of the 1st Committee’s meeting			*												
D.iii. Report of the 2nd Committee’s meeting				*											
D.iv. Report of the 3rd Committee’s meeting					*										
D.v. Report of the 4th Committee’s meeting						*									
D.vi. Report of the 5th Committee’s meeting							*								
D.vii. Report of the 6th Committee’s meeting								*							
D.viii. Report of the 7th Committee’s meeting									*						
Dix. Report of the 8th Committee’s meeting										*					
O2.1: Technology solutions identified and prioritized															
A.2. Prioritization of technologies and relevant action for increased access to finance															
A.2.1. Pre-selection of sub-sectors															
D.i. Report on TNA-TAP on alignment with CP and			*												



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	mitigation/ or other relevant education	<p>a focus on technology transfer, project management, high-level negotiations;</p> <ul style="list-style-type: none"> - Familiarity with the UN process, technology needs assessment methodology and technology actions planning; - Working experience in the country highly desired; - Language skills: excellent command of oral and written French and English.
International Experts	<ul style="list-style-type: none"> - Master's degree in, science/technology, natural resources management, business, climate change, engineering or other relevant field 	<p><u>Essential</u></p> <ul style="list-style-type: none"> - 7 years' experience of providing technical consultancy services within a developing country, especially within the sub-Saharan Africa; - Experience of developing national plans that involve rigorous assessment of technology options and sectoral analysis at a country or regional level; - Familiarity with the UN process, technology needs assessment methodology and technology actions planning; - Experience of engaging with multiple actors in the development of initiatives aimed at building regional/national capacity within the sub-Saharan Africa region; - Facilitation skills in delivering dedicated training workshops around the technology needs assessment process; - Experience of conducting technology prioritisation and multi-criteria analysis; - Language skills: excellent command of oral and written English and French. <p><u>Highly Desirable</u></p> <ul style="list-style-type: none"> - Understanding of wider policy measures and drivers to overcome barriers to the deployment of technologies and sectors for climate change mitigation and adaptation; - Knowledge of enabling environments and stimulus for SME development.
Local Experts	<ul style="list-style-type: none"> - A formal academic qualification in, science/technology, business, engineering, climate change or other related field. - 	<p><u>Local experts required across the prioritised sectors and technology subsectors</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> - Experience of developing, facilitating and delivering stakeholder workshops and group facilitating aimed at engaging multiple actors; - 7 years' working experience in various key sectors (energy, industry and agriculture and land use, Forest) within DRC; - Awareness of the methodology of technology needs assessments and/ or technology actions plans; - Experience in stakeholder's consultation and



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		<ul style="list-style-type: none"> - engagement; - Experience in policy/strategy formulation; - Language skills: excellent command of oral and written English and French. Other local languages is desirable. <p>Highly Desirable</p> <ul style="list-style-type: none"> - Understanding of wider policy measures and drivers to overcome barriers to the deployment of technologies and sectors for mitigation and adaptation; - Knowledge of enabling environments and stimulus for SME development.
Gender specialist	<ul style="list-style-type: none"> - Master’s degree in gender studies or other discipline with focus on the field of gender issues in a developing country context. 	<ul style="list-style-type: none"> - At least 5 years working experience with gender mainstreaming issues in a developing country context; - Knowledge and experience of gender mainstreaming in climate change adaptation and mitigation; - Fluency in French, knowledge of English and other local languages is desirable.

The CVs of the respective experts assigned to this project by the Contractor must be provided.

Full qualification requirements for the contractor, including specific requirements of the proposed team are in the Evaluation criteria, which is an annex to this ToR.

7. LANGUAGE REQUIREMENTS

The working language for the purposes of this assessment is English. However, DRC official national language is French. Thus, experts proposed for this contract should demonstrate an excellent command of both languages, French and English. The final deliverables must be submitted in English. The technical and financial proposal under this tender must also be submitted in English.

All delivered documents must be of such a quality, that no further editing will be required.

8. DELIVERABLES SCHEDULE

The table below details the indicative schedule of deliverables for this assistance.

Sub-outcome 1: Effective coordination mechanism between NDA and NDE for the UNFCCC Technology Mechanism and other climate finance focal points		
Deliverables 1.1:		
i.	ii. Detailed work plan (English)	1 month after contract signing
iii.	iv. Monitoring and evaluation plan (a template will be provided) (in English)	1 month after contract signing
v.	vi. Impact description (a template will be provided) (in English)	1 month after contract signing



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	15 months after contract signing
viiiviii. Closure and data collection report (a template will be provided) (in English)	15 months after contract signing or once the technical assistance is completed
ix.x. GCF progress interim report (a template will be provided) (in English)	Every 5 January and 5 July during the entire duration of the technical assistance
xi.xii. Annual audited financial statement, audited by registered independent auditor or audit firms.	12 months after contract signing
xiiikiv. GCF completion report (a template will be provided) (in English)	Not exceeding 15 months ³ after contract signing or 5 days after the technical assistance is completed
xvxxvi. Final audited financial report, audited by registered independent auditor or audit firms.	Not exceeding 15 months ⁴ after contract signing or 5 days after the technical assistance is completed
Deliverable 1.2:	
i. ii. Stakeholder mapping report, where roles and responsibilities are specified.	2 months after contract signing
Deliverables 1.3:	
i. Official government circular establishing the national TNA committee	4 months after contract signing
ii. TNA Constitution document informing on the work of the TNA Committee	4 months after contract signing
iii. Rental contract of the centralized office for the coordination of activities	3 months after signing contract
iv. A full list of participants, photo documentations and a report of the training conducted.	3 months after contract signing
Deliverables 1.4:	
i. TNA Committee Work plan	3 months after contract signing
ii. Report of the 1 st Committee's meeting	3 months after contract signing
iii. Report of the 2 nd Committee's meeting	5 months after contract signing
iv. Report of the 3 rd Committee's meeting	7 months after contract signing
v. Report of the 4 th Committee's meeting	8 months after contract signing
vi. Report of the 5 th Committee's meeting	9 months after contract signing
vii. Report of the 6 th Committee's meeting	11 months after contract signing
viii. Report of the 7 th Committee's meeting	13 months after contract signing
ix. Report of the 8 th Committee's meeting	15 months after contract signing

³ The precise timeline to submit the completion report will be agreed upon and settled prior to contract signing.

⁴ The precise timeline to submit the final audited financial report will be agreed upon and settled prior to contract signing.



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Sub-outcome 2.1: Technology solutions identified and prioritized in accordance with national strategies and plans	
Deliverables 2.1	
i. Report on TNA-TAP on alignment with CP and national plans	3 months after contract signing
ii. Report on analysis of sectorial priorities expressed in national documents	5 months after contract signing
iii. Report describing the methodology utilized for sector and subsector selection and prioritization	5 months after contract signing
iv. Meetings minutes	5 months after contract signing
Deliverables 2.2:	
i. Up to 10 technology fact sheets per sector.	8 months after contract signing
ii. Report detailing the set of criteria for MCA exercise.	
iii. Workshops reports including a full list of participants and photo documentations.	
iv. Final reports including a mitigation TNA report and an adaptation TNA report.	
v. Database in most suitable format	
Deliverable 2.3	
i. Report and executive summary of each Technology Action Plan for each of the priority technologies in compliance with the TNA. It will consist of a TAP providing projects implementation proposals for each prioritized sector. Each sector's section will contain 10 sub-sections (chapters) as per the list presented above.	12 months after contract signing
Sub-outcome 2.2: Stakeholder engagement consultative processes	
Deliverables 2.4	
i. Workshop report including a full list of participants and photo documentations.	14 months after signing the contract
ii. Concept notes	
iii. Terms of reference to be shared with GCF, training material and tools.	
Deliverables 2.5	
i. Policy briefs and market-use cases for the selected technologies	15 months after signing the contract
ii. Report on the dissemination strategy	
iii. Training materials for the regional workshops	
iv. Workshops reports, including a full list of participants and photo documentation.	